Subject: HHS TELEPHONE DIRECTORY SYSTEM

15-10-00 Purpose
      10 Responsibilities
      20 HHS Telephone Directory

15-10-00 PURPOSE

This Chapter sets forth assignments of responsibilities and the mechanics of
entering data into the organizational and alphabetical sections of the semi-
annual HHS Telephone Directory.

15-10-10 RESPONSIBILITIES

A. The Documentation Management Branch (DMB), Division of Administrative Ser-
    vices, Office of Management Services, Office of the Secretary, HHS, will
    publish the Department of Health and Human Services Telephone Directory.

B. Each Principal Operating Component (POC) will designate an HHS Telephone
    Directory Representative who will be responsible for coordinating the sub-
    mission of data for'the Directory to DMB. the **POCs** will submit the names,
    addresses, and telephone numbers of their Directory Representatives, and
    any changes thereto, as they occur, to:

                      Documentation Management Branch
                      Office of the Secretary, HHS
                      HHS North Building
                      330 Independence Ave., S.W.
                      STOP 367

C. The Division of Organizational Analysis in the Office of Management
    Analysis and Systems, OS, will review the organizational section of the
    Directory before publication to ensure that organizational listings conform
    to approved organizational structures.

D. The submitting organization has ultimate responsibility for the accuracy
    and completeness of the **data submitted.** Since changes occur so frequently
    between publication of the Directory, it is essential that administrative
    officers of submitting organizations familiarize themselves with procedures
    for submitting change data, using Form HHS-91 (paragraph **15-10-20.D.).**

15-10-20 HHS TELEPHONE DIRECTORY

A. General

    The HHS Telephone Directory provides:

1. An alphabetical directory of most **HHS** employees in the Washington
    metropolitan area, and all personnel listed in the organizational
    section of the Directory.

2. A convenient organizational directory of key Departmental officials.

3. Instructions on telecommunications and **interdepartmental** calls.

4. Selected information on Departmental and organizational services.

B. Frequency of Publication

    Normally the **HHS** Telephone Directory will be published semi-annually
    (i.e., in the Spring and Fall).

C. **Distribution**

    Each organizational component of OS, and the **POCs** will determine their
    requirements for copies of the Directory prior **to** each publication.
    Intra-departmental distribution will be made in accordance with information
    and quantities provided to DMB.   The Directory is available to the public
    by sale through the Superintendant of Documents, U.S. Government Printing
    Office.

D. Directory Data Input

    Data for use in publishing the HHS Telephone Directory is compiled as
    follows:

    1. Organizational Directory Data

        Prior to the publication of each Directory, and sufficiently in **ad-
        vance** of the Spring and Fall due dates, the Documentation Management
        Branch (DMB) will issue a reminder to each OS component and POC
        Telephone Directory Representative, giving specific due dates and any
        special instructions not covered by this Chapter.   The accuracy of the
        organizational part of the Directory will be ensured by sending
        out the previous Directory edition's listing to Directory represen-
        tatives for mark-up or retyping, if changes are extensive.   In order
        to preclude variances in **the appearance** of the organizational section,
        the **DMB** reminder memorandum will specify format; however, each **HHS**
        component must determine the extent of the organizational breakdown
        to be shown, using the following general guidelines.

        a. Organizational listings should indicate:

            (1) Organizational title, with lower levels of the same organiza-
                tion appropriately indented.

            (2) Principal personnel (Director,'Deputy Director, Chief,
                Assistant Chief, etc.).   Technical assistants below the office,
                service, or bureau level will not be listed (e.g.,

administrative officers, secretaries, etc.) because of
space and "balance" constraints.

    (3) Administrative code (see the Directory for name of adminis-
trative code representative, or check with the POC Directory
Representative for that person's name and telephone number).

    (4) Building (see Directory for list of abbreviations to be used).

    (5) **Room** number.

    (6) **Centrex** or other telephone code and extension.

b.   Directory Representatives are responsible for ensuring that the
format specified for the organizational section is followed,
although the OS Division of Organizational Analysis should be
consulted if there is any question as to whether organizational
listings to be submitted are officially approved (i.e., published
in the Federal Register, if Division level or above, or approved
by the Office Head, if lower).

2. Alphabetical Section Compilation

Well in advance of the scheduled publication date for each **HHS**
Directory, DMB will furnish Directory Representatives with their
component's alphabetical portion of the Directory, broken down by
administrative code, for validation. Representatives will distribute
the listings to each organization whose administrative code appears
in the listing for verification. Any changes to the computer listings
will be entered into the system by using Form **HHS-91** (see Exhibit 15-10-A).

a. Additions

All names to be added must be submitted by Directory Representatives
to **DMB** using the HHS-91 completely and accurately filled out. The
HXS-91 may be obtained from the General Services Administration
Self-Service Store, through the component Directory Representative
or by order to the OS Property and Supply Section, using Form BBS-393,
"Purchase/Service/Stock Requisition." Of particular importance
in filling out the BBS-91 are:

(1) Social Security Numbers (used only to differentiate between
persons with the same name; in accordance with the Privacy
Act of 1974, **SSNs** will neither be published in the Directory
nor given out to unauthorized personnel).

(2) An **"X"** in the appropriate space in HHS-91, column (b) --
DELETE, ADD, or CHANGE.

(3) Correct spelling of the person's name.

(4) Correct "agency" abbreviation (i.e., OS, HDS, PHS, **ADMHA,**
CDC, FDA, HCFA, HRA, HSA, NIH and SSA).

(5) Building Abbreviation (as given in the Directory).

(6) Room Number

(7) Correct Administrative Code (<u>note</u>: this is of <u>extreme</u>
importance, inasmuch as the code will be used to break
down the component's alpha listing in order to facilitate
validation).

(8) Correct Telephone Number Code (e.g., 24, 47, 44, etc.) and
Extension.

b.   <u>Deletions</u>

Names of persons who **have left** the organization must be deleted
from the alphabetical section of the Directory by the administra-
tive officer, using Form HHS-91, as part of the person's **out-**
processing procedure. Only the person's Social Security Number,
the "DELETE" column and name are filled out on the HHS-91. Any
changes requiring use of the HHS-91 will be made at the time the
change takes place.

c.   <u>Changes (Other than Additions or Deletions)</u>

Any other changes, such as changes in name, address, telephone num-
ber, or corrections in spelling must also be submitted as they
occur to DMB using the HHS-91. Please note (see Exhibit) that
the form is designed for multiple entries -- i.e., all lines may
be used, regardless of the type(s) of changes involved.

3   <u>Responsibility for Data Accuracy</u>

a.   Accuracy of data submitted **for** the alphabetical section of the
HHS Directory is the responsibility of those individual **organiza-**
tions which are given validation listings for verification. If
there are **any** inaccuracies in this data, it is the responsibility
of the reviewing office(s) to correct them. Ultimately, it is
the responsibility of the administrative officer to ensure that
his/her part of the alphabetical listing is kept current.

b.   To meet Directory deadlines for publication, as given in "reminder"
memoranda from DMB to OS and POC Telephone Directory Representatives,

it is essential that administrative officers submit HHS-91s to
DMB <u>as changes occur,</u> rather than waiting until notification
of **deadlines** is received, thereby causing last minute "rush"
effdrts. Any changes submitted <u>after</u> the established dead-
lines will not appear in the new <u>Directory.</u>